

**ELECTRONIC DOCUMENT MANAGEMENT (EDMS)**

**PURPOSE:**

To establish a process to help ensure a uniform, cost effective, and cohesive implementation of a statewide Electronic Document Management System (EDMS) for the Florida Department of Transportation.

**AUTHORITY:**

Sections 20.23(3)(a), 334.044(2) and 334.048, Florida Statutes

**REFERENCES:**

Topic No. 325-005-001, Acquiring Information Resources

Topic No. 325-055-003, Microcomputer Standards

Topic No. 325-055-001, LAN Standards

Functional Specifications Document Prepared by Universal Systems Inc  
EDMS Standards

Section 23.20, F.S.; Legislative Intent with Respect to Paperwork Reduction

Section 23.21(2), F.S.; Definition of "paperwork burden"

Section 23.22, Paperwork Reduction; Activities of Departments

Section 282.004, F.S.; Legislative Intent With Respect to Information Resources Management and Paperwork Reduction

**SCOPE:**

All offices will eventually be affected by this procedure. Any office within the Central Office or Districts is required to abide by this procedure when considering procurement or implementation of electronic document management hardware, software, budget issues or services.

**DEFINITIONS:**

**Beta Test** The testing of a computer application with the actual user of the system. This test is usually done at a limited number of sites. For EDMS pilot projects, one Beta Test Site is selected per project. Beta Testing is done before an application is distributed to all users.